



NHA MEMORANDUM CIRCULAR NO. 2020 036

SUBJECT: GUIDELINES FOR THE DISPOSITION OF DEVELOPED LOTS WITH HOUSING UNITS IN NHA HOUSING PROJECTS IN THE PROVINCES OF LAGUNA, BATANGAS AND QUEZON FOR VICTIMS OF TAAL VOLCANO ERUPTION

I. BACKGROUND

On January 12, 2020, Taal Volcano, the second most active volcano in the country emitted clouds of thick ash and steam. The Philippine Institute of Volcanology (PHILVOLCS) recorded an increased volcanic activities which generated an eruption plume of more than one kilometer in height, coupled with tremors and earthquakes which was felt by inhabitants within the island-volcano and in the barangay of Agoncillo, Batangas Province.

Per National Disaster Risk Reduction Management Council (NDRRMC) Situational Report as of February 6, 2020, the Taal Volcano Network (TVN) plotted a total of 2,132 volcanic earthquakes as of February 6, 2020. A total of 133,407 families or 501,022 internally displaced persons (IDPs) were affected by the Taal Volcano phreatic eruption in the provinces of Batangas, Quezon, Laguna and Cavite. Of which, a total of 6,299 families/22,152 IDPs are taking temporary shelter in 127 evacuation centers (ECs) while 58,638 families/220,304 persons are served outside ECs.

Areas declared under the **State of Calamity** are Batangas, Cavite, and Tagaytay per Resolution No. 001, S. 2020 issued on January 13, 2020, Res. No. 1389, S. 2020-January 15, 2020 and Res. No. 2020-364-January 15, 2010, respectively.

President Rodrigo Duterte has approved the proposal to grant around 5,448 housing units to families residing within the seven-kilometer radius danger zone near the restive Taal Volcano. During the 46th Cabinet meeting held at Malacañan Palace on February 4, 2020, the President's approval came following the recommendation of the Department of Human Settlements and Urban Development (DHSUD) Secretary Eduardo del Rosario, as part of the government's plan to permanently relocate the households living within Taal Volcano's danger zone. The President approved the request of the DHSUD Secretary to offer the housing units allocated previously by the NHA to the military and police as **grant** to the displaced families instead and commended the act of generosity.



NHA General Manager Marcelino P. Escalada Jr. pronounced that the Authority is offering the old AFP/PNP housing projects as relocation sites for those displaced by the Taal eruption by virtue of Joint Resolution No. 2, duly approved by President Rodrigo R. Duterte on May 9, 2018, authorizing NHA to award unawarded, surrendered and canceled AFP/PNP housing units to qualified beneficiaries. NHA Memorandum Circular No. 2018-021 dated July 19, 2018 covers the guidelines on Joint Resolution No. 2. **(Annex "B")**

The NHA Region IV Office initially had made available a total of 2,788 completed housing units in the old AFP/PNP Housing Projects in Laguna, Batangas and Quezon with an assurance that all of these housing units will be ready for its new occupants, the Taal survivors. Identified sites are the following:

Province	Name of Project	Location	No. of Units
Laguna	Valley Breeze Residences	Brgy. Kay-Anlog, Calamba City	488
	Lake Breeze Residences 1	Brgy. Looc, Calamba City	81
	Lake Breeze Residences 2	Brgy. Uwisán, Calamba City	219
Batangas	Villa de Pio Housing Project	Brgy. San Miguel, Sto. Tomas	300
	Sea Breeze Residences	Brgy. Talaibon, Ibaan	600
Quezon	San Manuel Homes	Brgy. Lagalag, Tiaong	700
	Happy Valley Homes	Brgy. Concepcion Palasan, Sariaya	400
Total Number of Units			2,788

II. DISPOSITION POLICY

- 2.1. The disposition of the 2,788 developed lots with housing units under the NHA Housing Projects for the victims of Taal Volcano eruption **shall be in the form of a Grant**, as approved by President Rodrigo R. Duterte on February 4, 2020 during the 46th Cabinet Meeting. The mode of disposition through grant shall only be applicable to qualified and verified Taal Calamity victims who will submit their housing application until end of September 2020.
- 2.2. In cases where only a minimal number of calamity victims availed of the housing assistance, the remaining housing units shall be offered to other applicants within the locality in need of housing assistance and shall be treated as regular disposition, hence cost recoverable.
- 2.3. Under the **full grant policy**, the beneficiaries as determined and validated by the concerned Province shall be provided with developed lots with housing units at **no cost**, subject to following conditions:



- 2.3.1. A Prohibition of twenty (20) years from the time of the issuance of the title to the beneficiary to dispose of the property;
- 2.3.2. Disqualification of the awardees from applying in any housing program within the ten (10) years from the time of the commission of the said violation;
- 2.3.3. A Deed of Donation and Acceptance (**Annex "C"**) shall be executed between the NHA and the beneficiaries.
- 2.3.4. The Final List of Beneficiaries (**Annex "D"**) approved by the Provincial Government shall be submitted to the NHA as basis of the District Office in the preparation of the Masterlist of Qualified Household (MQH) and Masterlist of Beneficiaries with Lot (MBLA) for approval of the Regional Manager and in the updating of the NHA Wide Alpha Listing of Beneficiaries

III. SALIENT FEATURES OF THE DEED OF DONATION AND ACCEPTANCE:

- 3.1 Except by hereditary succession, and upon prior written approval from the Authority, the awardee shall not sell, encumber, mortgage, lease, sublet or in any manner alter or dispose of his/her lot with housing unit or rights and interest thereon anytime, in whole or in part within twenty (20) years from the issuance of the title in his/her name. Provided further, that the lot with housing unit shall be disposed only to those eligible beneficiaries under Section 16 of RA 7279 and LIAC guidelines, as applicable;
- 3.2 Should the awardee unlawfully sell, transfer, mortgage or otherwise dispose the awarded lot with housing unit or any right relative thereto within the twenty (20) year restrictive period, the transaction shall be null and void. The awardee shall also lose their right to the lot with housing unit and shall be barred from the benefits of RA 7279 for a period of ten (10) years from the date of violation. This is without prejudice to any legal action the Authority may initiate against the awardee in violation of the contract;
- 3.3 The awardee shall not change nor convert/improve the use of the lot with housing unit except with an approved building permit from the Provincial Office of the Building Official (OBO);
- 3.4 In case the awardee abandons the lot with housing unit without informing the Authority or its successor-in-interest, the awardee shall be disqualified from any assistance under the government's housing program and the lot with housing unit including the improvement shall revert to the Authority and its successor-in-interest.

The encumbrance restrictions under 3.1, 3.2, and 3.3 shall be annotated on the transfer certificate of title to be issued in favor of the awardee;



- 3.5. Upon occupancy of the lot with housing unit, the awardee shall assume payment of power and water charges including the real estate taxes for the lot with housing unit and its improvement. The awardee shall likewise pay the monthly assessment fees to the Homeowners Association for maintenance, security garbage collection and other applicable service fees, if any;
- 3.6 In case of dispute and/or litigation to the venue, the actions shall be in the proper courts of Quezon City to the exclusion of other courts;
- 3.7 Agreements/contracts and restrictions shall be binding upon the heirs, executors, administrators, assignees and successors-in-interest of the respective parties hereto.

IV. IMPLEMENTATION PROCEDURES

- 4.1 The District Office (DO) shall:
 - 4.1.1. Ensure that the above cited projects are already in the Lot Inventory System (LIS);
 - 4.1.2. Assist the Province in the conduct of social preparation activities to include census of affected families with the participation of other concerned stakeholders. The Province shall prepare/submit the Final Masterlist of Affected Families to the Regional Office (RO)/DO;
 - 4.1.3. Distribute the Notarized Sworn Application to Purchase Lot/Unit (SAPL) Form in two (2) copies with a checklist of requirements to prospective relocatees. In cases where documentary requirements are not available during the application period, only the notarized SAPL shall be submitted by the applicants. However, for purposes of validation, the supporting documents like proof of birth, marriage contract etc, shall be required for submission within three (3) months from date of application;
 - 4.1.4. Review and process all SAPL and documentary requirements indicated as follows:
 - i. Proof of Identity – signed photocopies subject to the presentation of the original copies upon submission of any of the government-issued ID:
Primary IDs
 - Driver's License
 - Philippine Passport
 - UMID Card
 - GSIS/SSS/Philhealth/Pag-IBIG Card



- Digitized Postal ID
- Company/Office ID
- Senior Citizen ID
- Solo Parent ID
- Voter's ID
- OFW ID
- OWWA ID
- IBP ID
- PRC ID
- GOCC and Government Office ID

Secondary IDs – present at least two (2)

- NBI Clearance
- Police Clearance
- Barangay Clearance
- Voter's Certification
- Government Service Record
- PSA Birth Certificate
- Seaman's Book
- Old Postal ID
- Philhealth Card
- PWD ID
- DSWD Certification
- TIN Card

ii. Proof of Civil Status

- For Married applicants – certified copy and photocopy of Marriage Contract (Civil Registry or PSA)
- For unmarried/single applicants - certified copy and photocopy of Birth Certificate (Civil Registry or PSA)
- For Solo Parents – original Solo Parent ID
- For Common-law marriage – original Notarized Affidavit of Cohabitation
- For de facto separated – Certified true copy of Marriage Contract (Civil Registry or PSA-issued) along with a notarized affidavit stating therein that the spouse has been de facto separated for at least one (1) year

4.1.5. Package/organize all documents in a record folder per qualified applicant for manual review of Masterlist of Qualified Household (MQH);




- 4.1.6. Prepare and forward the MQH to the Regional Manager for approval. This will serve as basis for lot/unit allocation and the preparation/ issuance of the Entry Passes to qualified affected families;
- 4.1.7. Prior to the relocation of the qualified applicants, the receiving Estate Management Unit (EMU) shall verify the names of applicants in the MQH and check the authenticity and completeness of duly accomplished SAPL and other documentary requirements. The EMU shall also ensure the availability of housing units ready for occupancy, based on the certification of the DO Technical Unit.
- 4.1.8. DO Composite Team shall ensure that the prospective beneficiaries conduct inspection of the completed housing units allocated by the DO-EMU; acknowledge/sign the Certificate of Completion and Acceptance of the Housing Unit from the concerned project office and occupy the allocated unit upon issuance of Entry Pass.
- 4.1.9. The DO-EMU shall undertake the following activities:
 - a. Process the prequalification and award through the LIS utility program for CBIA with a maximum of 20 names per batch and submit to the Regional Office (RO) for approval;
 - b. Send to EMD thru email, the scanned copy of the approved PQ/MBLA together with e-file;
 - c. Restore the tagged e-file and print the Notice of Lot Allocation (NLA) and Reports on Loans Granted (ROLG) and issue the NLA to awardees;
 - d. Facilitate the signing and notarization of the Deed of Donation and provide copy to awardee;
 - e. File the signed and notarized contract in the individual records -folder of the awardee;



- f. Provide the Finance Unit (FU) a copy of ROLG together with an E-file for data transfer process from Lot Inventory System (LIS) to Billing and Collection System (BCS). In turn, the FU shall provide a copy to the Accounting Department. The DO-EM Supervisor shall review all generated reports as to accuracy of data and completeness of documentary requirements prior to endorsement to other units;
 - g. Submit to EMD through the RO the following reports duly signed by the District Manager for post review:
 - i. Report on Loans Granted
 - ii. Detailed Inventory Report
 - iii. Inventory Summary report
 - iv. LIS back-up/e-file (thru email)
 - h. Comply with the findings sent by EMD as a result of the post review.
- 4.2. The RO shall approve the PQ and the MBLA and transmit the package document back to DO.
- 4.3. EMD shall check the e-file against the scanned approved documents. If in order, the EMD LIS operator shall proceed to tagging and sending the back-up to DO.

V. EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days from the date of filing with the Office of the National Administrative Register, UP Law Center, Diliman, Quezon City.


MARCELINO P. ESCALADA, JR.
General Manager 

Date 11 June 2020





Office of the President
NATIONAL HOUSING AUTHORITY



NHA MEMORANDUM CIRCULAR NO. 2018 - 021

SUBJECT: GUIDELINES FOR THE DISPOSITION OF LOTS AND/OR HOUSING UNITS TO NON AFP/PNP PERSONNEL IN THE AFP/PNP HOUSING PROJECTS PURSUANT TO JOINT RESOLUTION NO. 2.

This Memorandum Circular is issued to govern the implementation of Joint Resolution No. 02 approved by President Rodrigo Roa Duterte on May 09, 2018.

I. COVERAGE

Pursuant to Joint Resolution No. 2 and Board Resolution No. NHA-BR-6398 dated 13 July 2018, NHA is authorized to award to other low salaried government employees and other qualified beneficiaries, giving priority to those belonging to the lowest thirty percent (30%) of the urban income-earners the following housing units in the Armed Forces of the Philippines/Philippine National Police (AFP/PNP) Housing Projects:

- Unawarded housing units;
- Awarded housing units that are not yet occupied and whose ownership and possession are surrendered by their respective awardees in favor of another unit in another housing project; and
- Housing units whose respective awards were cancelled by reason of default in the payment of amortization or for any violation of the terms and conditions of the individual loan agreement in accordance with existing laws.

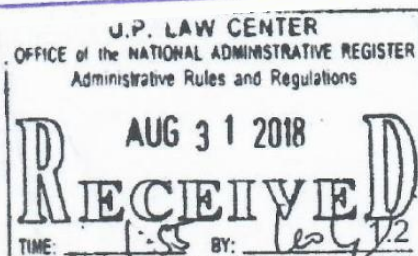
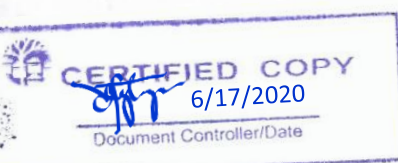
II. OPERATIONAL FRAMEWORK

1. Prioritization and Distribution of Allocation

Each Regional Office shall equitably distribute the available housing units per region to other qualified beneficiaries such as but not limited to the following:

- 1.1 Walk-in applicants who submitted Housing Information Forms (HIFs) and letter-requests in the NHA Main Office, Regional/District Offices and those endorsed to the NHA by government offices such as Office of the President (OP), Office of Muslim Affairs (OMA), Housing and Urban Development Coordinating Council (HUDCC) and other national government agencies (NGAs);

LGUs' Informal Settler Families (ISFs) who occupy danger areas and infrastructure sites in their localities. Such ISFs must be included and certified in the LGUs Registration of Potential Socialized



Housing Beneficiaries by the LGU concerned or any document of similar nature and

- 1.3 LGU employees and NGA employees assigned in the locality where the housing project is located.

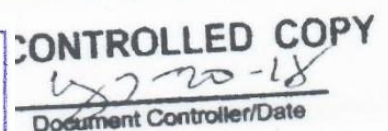
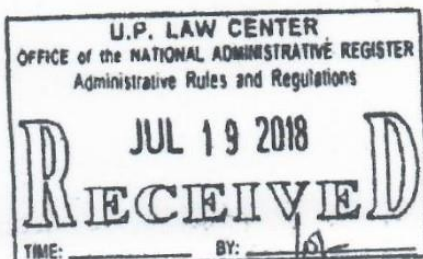
2. Eligibility Criteria

- 2.1 Must be a Filipino citizen, of legal age, married or single but head of the family or solo parent;
- 2.2 Must not own any real property in the Philippines;
- 2.3 Must not have been a beneficiary in any government housing program;
- 2.4 Must not be a professional squatter or member of a squatting syndicate as defined by Republic Act 7279 (UDHA)

3. Procedures

3.1 For unawarded but occupied housing units

- 3.1.1 Social Preparation activities shall be conducted by the District Office-Community Support Services Unit (DO-CSSU) in the area for the purpose of informing the community of the processes and their obligations in order that the lot and housing units they occupied shall be awarded to them;
- 3.1.2 Occupancy Verification/Survey shall be conducted by a composite team to be identified by the District Manager to determine the names of potential beneficiaries;
- 3.1.3 Individual Notice to Apply with attached Application to Purchase Lot/Housing Unit (APL/HU) and checklist of required documents shall be delivered to the actual occupant potential beneficiary. The applicant shall submit the Sworn Application to Purchase Lot/Housing Unit (SAPL/HU) and all the required documents within three (3) working days from receipt of the notice to the District Office which has jurisdiction over the housing project. Failure to submit within the prescribed period shall lead NHA to issue a Final Notice to comply within five (5) days from receipt thereof. In case the potential beneficiary deliberately failed to comply with the submission of the documents needed for processing the award despite ample time given for its compliance, his/her occupancy shall be deemed illegal and will be subject for eviction under Sec. 2 of PD 1472 entitled "Amending Republic Acts Nos. 4852 and 6026 by providing Guidelines in the Utilization, Disposition and Administration of all Government Housing and Resettlement Projects and



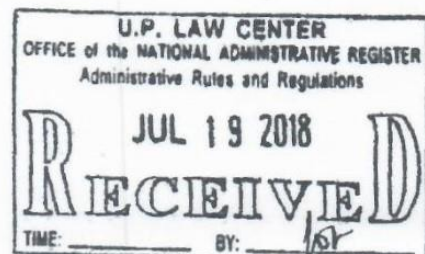
the provisions of Memorandum Circular No. 2506 also known as "Updated Standard Operating Procedures Governing Summary Eviction of Illegal Occupants and Dismantling of Structures in NHA-Owned or Administered Properties and Project.";

- 3.1.4 For those who duly submitted the application and required documents, processing of the award shall be undertaken by the District Office. (Annex A)
- 3.2 For unawarded and unoccupied lots and/or housing unit
- 3.2.1 Applicants identified as potential housing beneficiaries shall fill-out the HIFs for profiling and initial eligibility screening. Those who have previously applied shall not be required to fill-out another HIF. Applicants profiled by the Resettlement and Development Services Department (RDSD) shall be endorsed by the same to the District Office (through the Regional Office) who has jurisdiction over the preferred housing project of the applicants;
- 3.2.2 Applicants who pass the pre-qualification requirement may be subject of actual site investigation and evaluation by the concerned District Office;
- 3.2.3 The District Office shall notify potential beneficiaries to visit the District for an orientation on the procedure and processes as well as the documentary requirements, if there are available lot/housing units for disposition in their area of jurisdiction. If none, the District Office may utilize the informations in the HIFs as reference for their forward planning;
- 3.2.4 In case of availability of housing units for disposition, the District Office shall review and process all Sworn Application to Purchase Lot/Housing Unit (SAPL/HU) and other documentary requirements and certify to their completeness and correctness;
- 3.2.5 Upon approval of the Pre-qualification (PQ) Request by Estate Management Department (EMD), the concerned District Office shall prepare the Master List of Qualified Households (MQH) for approval of the Regional Manager of NHA;
- 3.2.6 The Regional Manager or other NHA Officer authorized by the General Manager shall issue the Entry Pass to qualified households in coordination with the concerned District Office or other NHA Office;



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3.2.7 The concerned Regional/District Office shall facilitate the resettlement of the households to the identified NHA housing project;

3.2.8 The concerned District Office shall process the loan availment/award and prepare the Masterlist of Beneficiaries with Lot Allocation (MBLA) to be approved by the Regional Manager. (Annex B)

4. Requirements

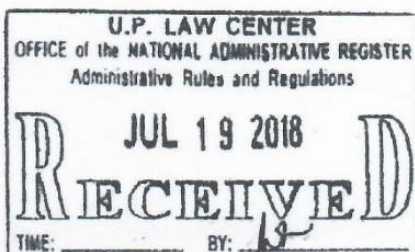
4.1 The potential beneficiary shall submit to the concerned NHA District Office the required documentary requirements as listed below:

- | | |
|---|--|
| 1. Duly notarized Sworn Application to Purchase Lot/Housing Unit (SAPL/HU) | - original |
| 2. Proof of Identity | - signed photocopies subject to the presentation of the original upon submission of documentary requirements |
| <ul style="list-style-type: none"> Any government-issued ID* | |
| 3. Proof of Civil Status | |
| <u>For single applicants</u> | |
| • Birth Certificate (Civil Registry or PSA) | - certified copy and photocopy |
| <u>For married applicants</u> | |
| • Marriage Contract (Civil Registry or PSA) | - certified copy and photocopy |
| <u>For solo parents</u> | |
| • Solo Parent ID | - original |
| <u>For common-law marriage</u> | |
| • Notarized Affidavit of Cohabitation | - original |
| <u>For de facto separated</u> | |
| • Notarized Affidavit of Abandonment by Spouse | - original |
| 4. Family Picture (3R size) | - original |

*List of Acceptable Government-Issued Identification Cards

Primary IDs

- Driver's License
- Philippine Passport
- UMID Card
- GSIS e-Card/SSS



- Digitized Postal ID
- Company/Office ID
- Senior Citizen ID
- Solo Parent ID
- Voter's ID
- OFW ID
- OWWA ID
- IBP ID
- PRC ID
- GOCC and Government Office ID

Secondary IDs – present at least two (2)

- NBI Clearance
- Police Clearance
- Barangay Clearance
- Voter's Certification
- Government Service Record
- PSA Marriage Contract
- PSA Birth Certificate
- Seaman's Book
- Old Postal ID
- Philhealth Card
- PWD ID
- DSWD Certification
- TIN Card
- PAGIBIG Card

5. Raffle of Housing Units (as applicable)

5.1 Pre-Raffle

5.1.1 A public raffle of housing units shall be conducted should the number of qualified applicants exceed the number of available housing units for disposition. Further, the qualified applicants refer to those who are interested to avail of the housing unit in the identified housing project;

5.1.2 Applicants included in the raffle shall be notified through mail/text message of the schedule and venue;

5.1.3 Raffle announcements shall likewise be published in the local newspaper of general circulation and/or posted in conspicuous places of the NHA Regional/District Office and other places deemed frequented by the prospective applicants, at least one (1) week prior to the scheduled raffle; and

5.1.4 The Raffle Committee shall be organized and composed of the following:

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Chairman	-	Regional Manager or duly authorized representative
Members	-	District Manager or duly authorized representative
	-	Representative of the Qualified Applicants
		Representative of the Local Government Unit (LGU)
Observers	-	Representative of the HFO or any authorized NHA department

5.2 Actual Raffle

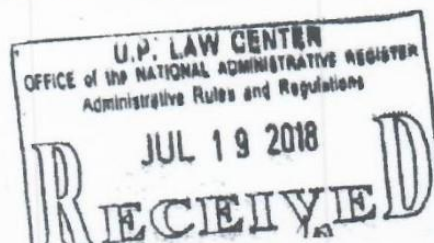
- 5.2.1 The public raffle shall be conducted on the scheduled date, time and designated place as announced/published. The presence of the applicants or their duly authorized representatives shall be encouraged;
- 5.2.2 The public raffle shall be facilitated by the concerned Region or District Office with the Raffle Committee.
- 5.2.3 The raffle shall initially draw the names of the qualified applicants equivalent to the number of available housing unit for disposition. Thereafter, additional names equivalent to 10% of the housing units for disposition shall be drawn to constitute the Reserve/Waiting List of Raffle Winners, the order of priority based on order in which their names were drawn. Replacement of any raffle winner, who may later be disqualified or the applicant-raffle winner may no longer be interested, shall be taken from the Reserve/Waiting List in the order of priority.

5.3 Post-Raffle

- 5.3.1 The result of the raffle shall be submitted to Management and other concerned NHA offices. Likewise, the lists shall be posted in NHA website and in conspicuous places in the NHA Main, Regional or District Office; and
- 5.3.2 Raffle winners shall be given five (5) working days to formally accept the house and lot and fifteen (15) calendar days to occupy the same from notice thereof. After the lapse of the prescribed period, raffle winners who fail to comply shall be deemed disinterested and their units shall be given to those in the Reserve/Waiting List.

6. Terms and Conditions of Acquisition of the House and Lot

- 6.1 Pricing – The price of the lot and housing unit shall be based on the approved pricing for the specific project.
- 6.2 Awardee may acquire the lot and housing unit through outright cash sale.



- 6.3 Awardee may acquire the lot and housing unit through individual loan financing.

6.3.1 Loan Terms - The Loan shall be payable over a maximum period of thirty (30) years subject to the age limit of seventy (70) years. Borrower-Beneficiaries who are over seventy (70) years of age with next of kin may avail of the following options:

1. To be substituted as awardee by one or more of their children as owner/s or co-owner/s provided that they are qualified.
2. To retain their award upon written petition and submission of an Affidavit of Support by their children to pay the amortization within the 5-year repayment period.

Payment shall commence after one (1) year from issuance of the Entry Pass (EP). The loan for the developed lot/lot with housing unit shall be subject to a three percent (3%) interest rate per annum. Beneficiaries shall have the option to pay the amount loaned under a shorter repayment period subject to the same interest rate.

6.3.2 Amortization Payments - The first monthly amortization payment based on the Schedule of Amortization to be provided shall be due and payable immediately on the month following the end of one year from issuance of the Entry Pass. Succeeding payments for the loan shall be made without need of any demand within the first five (5) days of each month. Failure or delay in payment shall entitle the NHA to charge delinquency interest at the rate of 1/2 percent (0.50%) per month on the amount due and payable.

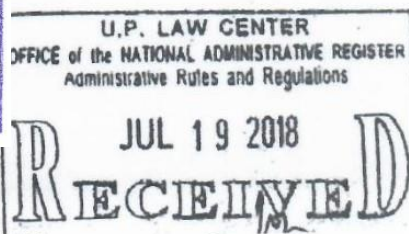
- 6.4 Loan Documentation. The beneficiary who is a qualified member of the Community Association shall sign the Loan Agreement with Assignment of Loan Proceeds (Annex C). The concerned District Office under whose jurisdiction the project site is located shall be responsible for the processing, approval and notarization of the individual loan documents.

7. Lot/Housing Unit Assignment

The assignment of housing units shall be done on a "first-come-first served" (FCFS) basis whereby the qualified applicants are attended to in the order as they arrive/settle in the NHA housing site, without other biases or preferences.

8. Roles and Responsibilities

- 8.1 The NHA offices shall undertake the following responsibilities:



8.1.1 District Office under the supervision of the Regional Office

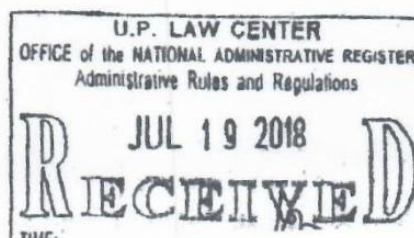
- Encode applicants' names with complete information in the Pre-qualification 999 Program (*District Level*);
- Submit list of applicants/households for pre-qualification to EMD (EMD Level);
- Conduct actual case/site investigation and evaluation of the applicants/households included in the list of pre-qualified families referred by RDSD;
- Inform (*in writing*) the applicants/households who are ineligible for housing assistance;
- Together with EMD, facilitate the conduct of public raffle, as necessary; and
- Facilitate the relocation and resettlement of qualified applicants/households.

8.1.2 Regional Office

- Approve the Masterlist of Qualified Households/Applicants (MQH/A) and Masterlist of Beneficiaries with Lot Allocation (MBLA);
- Issue the Entry Passes (EPs) to qualified beneficiaries;
- Provide RDSD with a monthly Status Report relating to Entry Passes issued;

8.1.3 Estate Management Department (EMD)

- Issue Project Code and endorse to Corporate Operations and Systems Development Department (COSDD) the request of the concerned NHA office for Project LIS set-up;
- Undertake Prequalification (PQ) on the list of household applicants submitted by the Regional Office against the NHA Data Base of Housing Beneficiaries (*Alpha Listing*);
- Consolidate the Region's Sales and Disposition Accomplishment Report and submit to Management through the Corporate Planning Department (CPD); and
- Post-review the approved transactions submitted by the concerned NHA office.



8.1.4 Corporate Planning Department (CPD)

- Provide reports with analysis to Management for information/guidance/action on the AFP/PNP Housing Program.

8.1.5 Resettlement and Development Services Department (RDSD)

- Undertake electronic profiling of applicants who submitted Housing Information Forms (HIFs) and letter-requests in the NHA Main Office;
- Endorse to the Regional Office the list of applicants for actual case/site investigation or recommendation for inclusion in the list of qualified households, if found to have satisfied the criteria for the grant of housing assistance;
- Endorse Entry Passes (EPs) to the Regional Manager for issuance to qualified beneficiaries.

8.1.6 OGM Public Assistance Desk (PAD)

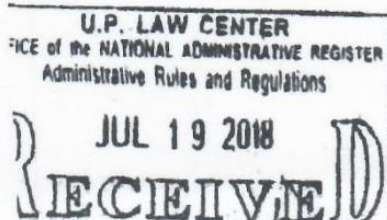
- Accept HIFs or application/requests for government housing assistance;
- Those with incomplete information/s, advise applicants to complete the required information/s for data profiling purposes;
- Endorse the HIFs or application/requests for housing assistance to RDSD;
- Inform subject parties of the status of their application for housing assistance;
- Maintain database of all applicants for housing assistance.

8.1.7 NHA Project Implementation Team (NPIT)

- Serve as Focal Person who will oversee the proper documentation and implementation of the AFP/PNP Housing Program by the operating units through the Regional Office.
- Prepare the terminal report on the redistribution.

III. MONITORING

- 3.1 The District Office shall submit a report on the public raffle conducted. It shall likewise submit periodic reports on the Disposition Targets (number



and timeliness) vs. Actual Disposition to the Regional Manager based on the Disposition Action Plan.

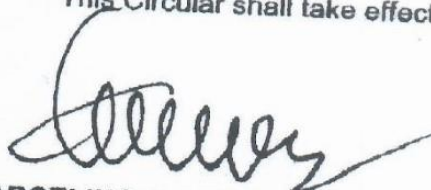
- 3.2 The District Office shall submit a monthly report on the status of the project to the Regional Office who in turn shall submit the same to the NPIT.
- 3.3 The NPIT shall consolidate all the reports from the Regional Managers and submit the consolidated reports to the Management through the Head for Operations (HFO) Office, copy furnished the CPD and EMD.

IV. SEPARABILITY CLAUSE

The provisions of this Memorandum Circular are hereby declared separable, and in the event that any such provisions are declared null and void, the validity of all other provisions shall not be affected thereby.

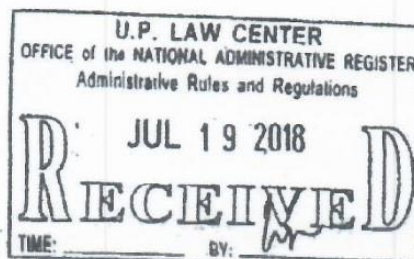
V. EFFECTIVITY

This Circular shall take effect immediately.



MARCELINO P. ESCALADA, JR.
General Manager

Date 19 JULY 2018



DEED OF DONATION AND ACCEPTANCE

Annex C

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Donation made and executed in _____, this ____ day of _____, 2020, by and between:

The **NATIONAL HOUSING AUTHORITY**, a government owned and controlled corporation created and existing under and by virtue of Presidential Declaration No. 757 as amended with principal office and postal address at Elliptical Road, Quezon City, Metro Manila, represented in this act and by its General Manager, Marcelino P. Escalada Jr. and hereinafter referred to as the "**DONOR**"

-and-

Mr./Ms./Spouses _____, of legal age, single/married, solo parent, Filipino, with residence and postal address at _____ hereinafter referred to as the "**DONEE**".

WITNESSETH: that -

WHEREAS, pursuant to the Presidential Directive No. _____ dated _____ and NHA Board Resolution No. _____ dated _____, a full grant policy has been approved in the disposition of developed lots with housing units under the NHA Permanent Resettlement Program for qualified families/households affected by _____;

WHEREAS, the full grant policy is based on the approval of President Rodrigo Roa Duterte during the 46th Cabinet Meeting held on 04 February, 2020

WHEREAS, the _____ Project, located at _____ is one of the permanent resettlement projects for victims of Taal Volcano Eruption, developed by the **DONOR**, and ready for occupancy;

WHEREAS, the **DONEE** has been allocated Block No. _____; Lot No. _____ with an area of _____ sq.m., in the _____ Project, covered by TCT No. _____ of the Register of Deeds for _____, photocopy of which is hereto attached as Annex "A" and made an integral part of this **Deed of Donation**;

WHEREAS, the **DONEE** hereby accepts and receives this donation made in his favor by the **DONOR**, and hereby manifests his/her gratefulness for the latter's generosity;

NOW THEREFORE, for and in consideration of the foregoing premises, the **DONOR** hereby voluntarily and gratuitously transfers and donates the abovementioned lot with housing unit to the **DONEE**, subject to the following conditions and restrictions:

1. Except by hereditary succession, and upon prior written approval of the **DONOR** or its successor-in-interest, the **DONEE** shall not sell, encumber, mortgage, lease, sublet or in any manner alter or dispose of his/her lot with housing unit or rights and interest thereon at any time, in whole or in part, within twenty (20) years from issuance of the title in his/her name. Provided, further, that the lot with housing unit shall be disposed only to those eligible under Section 16 of RA 7279.

Should the **DONEE** unlawfully sell, transfer, mortgage, or otherwise dispose of his/her lot with housing unit or any right there on within the twenty (20) year restrictive period, the transaction shall be null and void. He/she shall also lose right to the land, forfeit the payment of fees made thereon, and shall be barred from the benefits of RA 7279 for a period of ten (10) years from the date of violation. This is without prejudice to any legal action the Authority may initiate against the

WITNESSES:

BENEFICIARY/DONEE

SPS./MR./MS.

MARCELINO P. ESCALADA, JR.
General Manager

2. The **DONEE** shall not change or convert the use of the residential lot with housing unit;
3. In case the **DONEE** abandons the lot with housing unit without informing the **DONOR** or its successor-in-interest, the **DONEE** shall be disqualified from any assistance under the government's housing program and the lot with housing unit including its improvements shall revert to **DONOR** or its successor-in-interest;

The encumbrances/restrictions under items 1, 2 and 3 shall be annotated on the Transfer Certificate of Title to be issued in favor of the **DONEE**
4. Upon occupancy of the lot with housing unit, the **DONEE** shall assume payment of power and water charges including real estate taxes for the lot with housing unit and its improvements subject of this Donation. The **DONEE** shall likewise pay monthly assessment fees to homeowner's association for maintenance, security, garbage collection and other appropriate fees, if any;
5. In case of dispute and/or litigation arising from this Deed of Donation, the venue of actions shall be in the proper courts of Quezon City to the exclusion of other courts;
6. This Deed of Donation shall be binding upon the heirs, executors, administrators, assigns and successors-in-interest of the respective parties hereto.
7. The **DONEE** hereby accepts and receives this donation made in his favor by the **DONOR** without qualification whatsoever under the aforecited terms and conditions, and hereby manifests his/her/their gratefulness for the latter's generosity.
8. The **DONOR** has reserved sufficient properties in its full possession and enjoyment in accordance with the provisions of its charter.

IN WITNESS WHEREOF, the parties have hereunto set their hands at the place and date first above written.

NATIONAL HOUSING AUTHORITY
DONOR

By:

Accepted by:

MARCELINO P. ESCALADA JR.
General Manager

SPS/MR./MS. _____
BENEFICIARY/DONEE

SIGNED IN THE PRESENCE OF:



WITNESSES:

BENEFICIARY/DONEE

SPS./MR./MS.

NO P. ESCALADA, JR.
General Manager

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public, for and in _____ personally appeared **Marcelino P. Escalada Jr.** in his capacity as **General Manager of the National Housing Authority** with _____ ID No. _____ issued at _____ dated _____, known to me known to be same person who executed the foregoing Deed of Donation consisting of four (4) pages including this page containing the Acknowledgment, and acknowledged to me that the same is his voluntary act and deed and that of the entities he represent.

WITNESS MY HAND AND SEAL this _____ day of _____
2020 in the place first above written.

NOTARY PUBLIC

Doc No. _____
Page No. _____
Book No. _____
Series of 2020



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public, for and in _____ personally
appeared:

NAME OF DONEES	GOVERNMENT ID PRESENTED	DATE ISSUED/EXPIRY

known to me and to me known to be same person/s who executed the foregoing DEED
OF DONATION AND ACCEPTANCE consisting of four (4) pages including this page
containing the Acknowledgment, and acknowledged to me that the same is his/her/their
voluntary act and deed.

WITNESS MY HAND AND SEAL this _____ day of _____
2020 in the place first above written.

NOTARY PUBLIC

Doc No. _____
Page No. _____
Book No. _____
Series of 2020.



LOGO

NAME OF PROJECT: _____

LOCATION: _____

[illegible]

 **CERTIFIED COPY**
5/17/2020
Document Controller/Date

PROCESS FLOW HOUSING AVAILEES FOR FAMILIES AFFECTED BY TAAL VOLCANO ERUPTION

